

UNITED STATES GOVERNMENT

DATE: 20 July 1951

FROM : Deputy Comptroller

SUBJECT: Contracts for Personal Services under Approved
Medical Office Projects

REFS: a. Our Memo, dtd 10 July 51, to Chief, Medical Services,
 Same Subject

 b. Your Memo, dtd 12 July 51, to Deputy Comptroller; Same
 Subject

1. The interpretation of my memorandum of 10 July 1951 on the above subject as evidenced by your reply dated 12 July 1951 indicates the possibility of a misunderstanding on your part as to my intentions and the action requested. As you know, I am the Special Contracting Officer for the Agency, and, in this capacity, service all offices of CIA in the matter of contractual personal services. A vast number of contracts are consummated each week. Appropriate contracts cannot and may not be drafted and consummated in the absence of certain information indicating that the employment of the persons is authorized in an appropriate project, that funds are available for the payment of obligations established, that appropriate security clearance has been granted for the services of the particular individual, and that various other requirements of the Agency have been fulfilled.

2. The delivery to my office of contracts which have been accepted by the principal, approved by the chief of the office concerned, and approved by General Counsel as to legal form is only a part of the problem. Such a procedure places the burden upon the Contracting Officer to ascertain what project of many thousand of projects is involved, of verifying that the terms of the contract are in consonance with the activity contemplated in the project, of verifying that appropriate clearance has been secured and, lastly, that numerous other requirements have been appropriately satisfied.

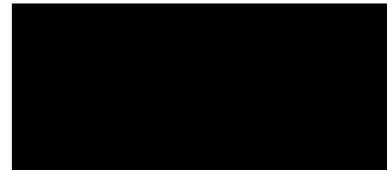
3. It is a simple fact that the Contracting Officer does not have the time nor the staff to undertake these responsibilities in the absence of a procedure which will simplify or obviate the need for detailed investigation and confirmation.

4. It is for this reason that I outlined to you a suggested procedure wherein your office would supply the information, which is readily available to you and thereby simplify and expedite the entire contractual procedure, and that you were requested to

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indicate on each contract the specific project concerned and the type and date of the security clearance issued for each individual. Lastly, for either individual contracts or for groups of particular contracts, it is necessary that the General Counsel and the Contracting Officer have adequate information as to the operational circumstances, the qualifications of the individual, and the contemplated relationships between the Agency and the individuals in order that appropriate contracts may be written. This can best be done by discussion, but in some cases a memorandum is adequate.

5. With respect to the particular group of contracts that we returned to you, it is again requested that you supply a tabulation by individual of the type and date of security clearance.



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Deputy Comptroller

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